From: Steve Higgins
Sent: Monday, November 14, 2011 8:02:06 AM
To: Barry Cadden <bcadden@neccrx.com>; Annette Robinson <arobinson@neccrx.com>
Subject: Clean room unoccupied settings

Hi Barry and Annette,

I got a call from Glenn over the weekend....he thought the clean room HVAC was down since it was so warm in the room. I explained to him that the reason it was warm is because the room now has occupied/unoccupied settings to save energy and the room normally runs at an unoccupied state over the weekend. If work is to take place during otherwise "off" hours, the settings need to be changed to "occupied" so that the correct temp, humidity, etc. will be present. If Annette does not know how to make these changes, I can come by and show her. Of course, someone will need to let her know when the room is to be used so that she can make the changes as needed in the future.

Thanks,
Steve H